

Audit Committee Workplan 2019/20

Appendix 1

Terms of Reference	11 June 2019	13 August 2019	8 October 2019	10 December 2019	11 February 2020	14 April 2020
Training	Audit Committee Initial Training	Financial Management & Accounting Risk Management Governance	External Audit	Internal Audit	Counter Fraud	
Governance and Assurance	Election of Chair & Vice Chair Audit Committee Training Programme 2019/20 Audit Committee Terms of Reference	Draft Audit Committee Annual Report 2018/19 Audit Committee Review of Performance 2018/19 Action Plan - Draft Draft Annual Governance Statement	Chair of Scrutiny Programme Committee AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update
Internal Audit	Internal Audit Annual Plan 2018/19 - Monitoring Report for the Period 1 January 2019 to 31 March 2019 Service Centre - Accounts Receivable - Update at May 2019	Internal Audit Annual Report 2018/19 Internal Audit Monitoring Report Q1 2019/20 Tracker Report (for both IA and EA recommendations)	Annual Report of School Audits 2018/19 Chief Education Officer response to Schools Audit Report	Internal Audit Monitoring Report Q2 2019/20 Recommendation Tracker Report 2018/19 (for both IA and EA recommendations)	Internal Audit Monitoring Report Q3 2019/20 Internal Audit Annual Plan Methodology Report 2019/20	Internal Audit Charter 2020/21 Internal Audit Annual Plan 2020/21 Social Care Contracts Update
Risk Management & Performance	Overview of the Overall Status of Risk Report Q4 2018/19 Corporate Risk Policy & Framework	Overview of the Overall Status of Risk Report Q1 2019/20 WAO Proposals for Improvement Report – Six Month Update WAO Local Government Use of Data Report – CCS	Performance management framework Partnership performance	Overview of the Overall Status of Risk Report Q2 2019/20 Digital Strategy – progress and performance	WAO Proposals for Improvement Report – Six Month Update Overview of the Overall Status of Risk Report Q3 2019/20	Local Government Use of Data Report - CCS
Counter Fraud			Corporate Fraud Annual Report 2018/19			Corporate Fraud Annual Plan 2020/21
Operational matters / key risks		Update on Internal Control Environment (incl risk management) – Director of Place	Update on Internal Control Environment (incl risk management) – Director of Education	Update on Internal Control Environment (incl risk management) – Director of Social Services	Update on Internal Control Environment (incl risk management) – Deputy Chief Executive and Director of Resources	

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External Audit	Wales Audit Office Recommendations Following Review of Audit Committee Effectiveness		WAO ISA 260 Report 2018/19 – CCS	WAO Annual Audit Letter 2017/18	WAO Grants Report 2017/18	Audit Committee Review of Performance 2018/19
			WAO ISA 260 Report 2018/19 – Pension Fund			WAO Annual Audit Plan 2018/19 CCS & Pension Fund
Financial Reporting		Draft Statement of Accounts 2018/19 – CCS & Pension Fund	Budget Report	Budget Report		Budget Report
		Letters of Representation 2018/19 CCS & Pension Fund	Treasury Management Strategy Report & Mid-Year Update	Review of Reserves Report		
			Treasury Management	Trusts & Charities Report 2018/19 Treasury Management Annual Report 2018/19		

Note: Audit Committee Action Tracker Report and Audit Committee Workplan will be included as agenda items at each meeting. An update from WAO will also be on the agenda for each meeting.

Special meeting will be needed between June and August for the AC Performance Review 2018/19 facilitated by WAO.

Reports Carried Over to 2020-2021 Municipal Year

Terms of Reference	Report Title
Risk Management & Performance	Overview of the Overall Status of Risk Report Q4 2019/20